



AGENDA

Regular Meeting
Tuesday, February 12, 2013 – 3:30 p.m.
Board Room – District Office

AGENDA POSTED: February 7, 2013 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Charles Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of the regular meeting of January 15, 2013.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication
 • Instructional Assistant – Specialized Academic Instruction Flyer

No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required



AGENDA

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- 6.2 Certification/Ratification of Eligibility Lists **Exhibit C, D, E, F** Moved by _____
Seconded _____
Vote _____
- 6.2.1 Information Systems Specialist II - Open
- 6.2.2 Instructional Assistant – Behavior Support – Open
- 6.2.3 Instructional Assistant – Deaf & Hard of Hearing/Visually Impaired - Open
- 6.2.4 Warehouse Worker – Central Service - Open

7.0 CLASSIFICATION AND SALARY

- 7.1 Approve the reclassification of Brandy Aguirre from Instructional Assistant – Specialized Academic Instruction at salary range CSEA-43 to Instructional Assistant – Specialized Academic Instruction/Bilingual at salary range CSEA-48, effective February 13, 2013. **Exhibit G** Moved by _____
Seconded _____
Vote _____

8.0 OTHER

- 8.1 Unfinished Business No Action Required
- 8.2 Commissioner's Comments No Action Required

9.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: March 12, 2013
Time: 3:30 p.m.
Location: Superintendent's Conference Room-District Office

- 10.0 **ADJOURNMENT:** _____ p.m.



MINUTES

Regular Meeting
Tuesday, January 15, 2013 – 3:30 p.m.
Board Room – District Office

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Charles Darrington at 3:30 p.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Chuck Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

Vice-Chairperson, Speed Castillo thanked Superintendent, Dr. Elizabeth Novack for the Christmas present.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.

5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of December 11, 2012.

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Bus Driver – Open (2012 JG).

6.2.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Executive Assistant to the Superintendent - Open.

6.2.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Instructional Assistant – Adult Transition – Open.



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- 6.2.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Instructional Assistant – Special Abilities – Open.
- 6.2.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for School Library/Media Technician – Promotional Only.

7.0 OTHER

- 7.1 Vice-Chairperson, Speed Castillo congratulated CSEA Union President, Sharon Yager for her re-election to the CSEA Union President.
- 7.2 Vice-Chairperson, Speed Castillo gave his condolences for Assistant Principal, Michael Solis and inquired with Superintendent, Dr. Elizabeth Novack if the District and Anaheim High School could pay tribute by lowering the flag.
- 7.3 Chairperson, Charles Darrington commented that the tribute for Assistant Principal, Michael Solis from the other Administrators was heartfelt.
- 7.4 Superintendent, Dr. Elizabeth Novack spoke about how Assistant Principal, Michael Solis left a tremendous legacy and his celebration of life.
- 7.5 Superintendent, Dr. Elizabeth Novack spoke about the contributions that they are collecting, in honor of Assistant Principal, Michael Solis, towards a scholarship for recognizing Anaheim High School students who wish to pursue a college career but are in financial need.
- 7.6 Executive Director of Human Resources Classified, Dr. Victoria Wintering spoke about the dates for the Board of Trustees application process.
- 7.7 Superintendent, Dr. Elizabeth Novack spoke about the Board of Trustees taking action to fill Board Member, Jordan Brandman's vacancy.
- 7.8 Executive Director of Human Resources Classified, Dr. Victoria Wintering spoke about presenting the Personnel Commission Annual Report to the Board of Trustees meeting on February 21, 2013.
- 7.9 CSEA Union President, Sharon Yager spoke about the Student/Parent Calendar survey that is posted on the District website.
- 7.10 Vice-Chairperson, Speed Castillo inquired about the location of the CSPCA 2013 Annual Conference.



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- 7.11 Executive Director of Human Resources Classified, Dr. Victoria Wintering spoke about the dates and location of the CSPCA 2013 Annual Conference.
- 7.12 Superintendent, Dr. Elizabeth Novack requested to adjourn the Personnel Commission meeting in memory of Assistant Principal, Michael Solis.
- 7.12.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved to adjourn the Personnel Commission meeting in memory of Assistant Principal, Michael Solis.

8.0 NEXT REGULAR MEETING

Date: **Tuesday, February 12, 2013**
Time: 3:30 p.m.
Location: Board Room – District Office

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:47 p.m.

Charles Darrington, Chairperson

Personnel Commission
2012-2013
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Performance Test	Oral Test	Bilingual Certification	List Established	PC Approval Date	Bus. Days from Closing	Recruiter
Instructional Assistant-DHH/VI	9/13/2012	10/3/12	15	Open	11/6/2012	11/14/2012	N/A	1/22/2013	1/22/2013	N/A	2/12/13		61	VK
Instructional Assistant-Behavioral Support	9/13/2012	10/3/12	15	Open	11/6/2012	11/13/2012	N/A	1/17/2013	1/17/2013	N/A	2/12/13		59	VK
Occupational Therapist	9/17/2012	Continuous until Filled	n/a	Open	None	N/A	N/A	N/A	N/A	N/A				MR
Warehouse Worker-Central Services	9/27/2012	10/17/12	15	Open	None	11/8/2012	12/7/2012	1/16/2013	1/16/2013	N/A			49	LPB
Business Technician	10/8/2012	10/30/12	15	Promo	None	12/5/2012	1/10/2013	1/10/2013	1/10/2013	N/A				VK
FS Manager II	11/13/2012	12/5/2012	15	Promo	None	N/A	1/15/2013	1/15/2013	1/15/2013	N/A				JG
Information System Specialist II	11/6/2012	11/30/2012	16	Open	None	12/19/2012	1/23/2013	1/23/2013	1/23/2013	N/A			27	LPB
Instructional Assistant-Specialized Academic Instruction	1/23/2013	2/13/2013	15	Open										



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. I21-2012-LPB

POSITION: INFORMATION SYSTEMS SPECIALIST II – OPEN

DATE ADVERTISED: 11/6/12 – 11/30/12

NUMBER OF APPLICATIONS RECEIVED: 42

NUMBER OF APPLICANTS ADMITTED TO EXAM 32

DATE OF WRITTEN EXAM: 12/19/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 24

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF PERFORMANCE/ORAL EXAM: 1/23/13

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE/ORAL EXAM 8

NUMBER OF APPLICANTS PASSING PERFORMANCE/ORAL EXAM 4

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	4
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PANEL MEMBERS:

ALAN ENGARD, IT DIRECTOR, NEWPORT MESA USD

MARK JORGENSEN, SR PROGRAMMER ANALYST, GARDEN GROVE USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 12, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. E23-9-2012-VMK

POSITION: IA – BEHAVIORAL SUPPORT – OPEN

DATE ADVERTISED: 9/13/12 – 10/3/12

NUMBER OF APPLICATIONS RECEIVED:	208
NUMBER OF APPLICANTS ADMITTED TO EXAM	202
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 11/6/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	18
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	17
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 11/13/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	108
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	101
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 11/13/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	95
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	80
DATE OF ORAL EXAM: 1/17/13	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	72
NUMBER OF APPLICANTS PASSING ORAL EXAM	50

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	50
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PANEL MEMBERS:

- CHERYLIN LEW, PRINCIPAL, AUHSD
- LOUIE LEMONNIER, ASSISTANT PRINCIPAL, AUHSD
- STUART CALDWELL, ASSISTANT PRINCIPAL, AUHSD
- SONIA CORTEZ, ASSISTANT PRINCIPAL, AUHSD
- KEVIN KIM, ASSISTANT PRINCIPAL, AUHSD
- MICHELLE SURFAS, ASSISTANT PRINCIPAL, AUHSD
- SHAYLYNN PULIDO, PSYCHOLOGIST, AUHSD
- BETHANNY HWANG, PROGRAM SPECIALIST, AUHSD
- LAUREN KLATZKER, PROGRAM SPECIALIST, AUHSD
- DEBRA MARTINEZ, PROGRAM SPECIALIST, AUHSD
- KATHLEEN WOHLGEMUTH, PROGRAM SPECIALIST, AUHSD



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 12, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. EV3-2012-VK

POSITION: IA – DEAF & HARD OF HEARING/VISUALLY IMPAIRED – OPEN

DATE ADVERTISED: 9/13/12 – 10/3/12

NUMBER OF APPLICATIONS RECEIVED:	79
NUMBER OF APPLICANTS ADMITTED TO EXAM	72
DATE OF WRITTEN (NCLB MATH & ENGLISH) EXAM: 11/6/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	11
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	8
DATE OF WRITTEN (ABILITY TO ASSIST) EXAM: 11/14/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	39
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	36
DATE OF WRITTEN (JOB KNOWLEDGE) EXAM: 11/14/12	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	30
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	24
DATE OF ORAL EXAM: 1/22/13:	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	19
NUMBER OF APPLICANTS PASSING ORAL EXAM	15

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 15

PANEL MEMBERS:

- CYNTHIA LOPEZ, TEACHER, AUHSD
- BETTY HAGAN, TEACHER, AUHSD
- KATHLEEN WOHLGEMUTH, PROGRAM SPECIALIST, AUHSD
- LAUREN KLATZKER, PROGRAM SPECIALIST, AUHSD
- MELANIE GREEN, SPEECH THERAPIST, AUHSD



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 12, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. W04-2012-LPB

POSITION: WAREHOUSE WORKER-CENTRAL SERVICES - OPEN

DATE ADVERTISED: 09/27/12 - 10/17/12

NUMBER OF APPLICATIONS RECEIVED: 76

NUMBER OF APPLICANTS ADMITTED TO EXAM 15

DATE OF WRITTEN EXAM: 11/8/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 8

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 6

DATE OF PERFORMANCE EXAM: 12/7/2012

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 4

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 4

DATE OF ORAL EXAM: 01/16/13


NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 2

NUMBER OF APPLICANTS PASSING ORAL EXAM 2

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 2

PANEL MEMBERS:

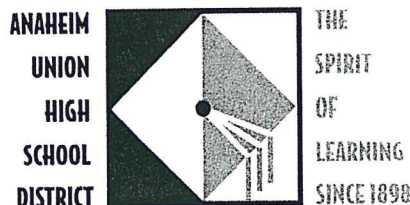
KRISTIN KENTON, REPROGRAPHICS SUPERVISOR, LACOE
ERIC BUTTERBAUGH, WAREHOUSE LEAD, LOS ALAMITOS USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: FEBRUARY 12, 2013

EXTENDED:

EXPIRED:



**Human Resources Personnel Commission
Memorandum**

DATE: February 5, 2012

TO: Speed Castillo, Personnel Commissioner
Audrey Cherep, Personnel Commissioner
Chuck Darrington, Personnel Commissioner

FROM: Victoria Wintering, Executive Director, HR
Marie Ragazzo, HR Analyst

SUBJECT: Reclassification Study on Brandy Aguirre

INTRODUCTION

A request for a reclassification study was received on November 1, 2012 from incumbent, Brandy Aguirre. Specifically, Ms. Aguirre requested Personnel Commission staff to review her assigned bilingual duties and compare them to the duties assigned to the classification of Instructional Assistant - Specialized Academic Instruction/Bilingual. Ms. Aguirre is currently classified as an Instructional Assistant - Specialized Academic Instruction. Additionally, the reclassification questionnaire, completed by the incumbent, was reviewed and signed on November 5, 2012 by Mr. Carlos Hernandez, Principal at South Junior High School, and Sandra Sweeten, supervising Special Ed Teacher.

BACKGROUND

The incumbent, Ms. Brandy Aguirre, was hired into the position of Instructional Assistant at South JH in December of 2003. At that time, the position served as instructional support to students that were participating in the On Campus Suspension (OCS) program. In addition, the incumbent, was hired during the summer of 2006 to work out of classification as an Instructional Assistant-Special Education for the Learning Handicap (LH) program at South. However, during the 2010/2011 reduction in force action, Ms. Aguirre's position was eliminated and she was laid off. Subsequently, Ms. Aguirre was reinstated into a permanent classified position on 1/4/2011. She was rehired into the classification of Instructional Assistant - Special Education for the mild/moderate program at South Junior High replacing former incumbent, Shannon Estabrook. Finally, on August 29, 2011, the Personnel Commission approved the recommendations of the Instructional Assistant Job Analysis study, and reallocated Ms. Aguirre to the classification of Instructional Assistant - Specialized Academic Instruction.

CLASSIFICATION REVIEW

During the study, it was noted that the significant difference between the Instructional Assistant-Specialized Academic Instruction (SAI) classification and that of the Instructional Assistant - SAI/Bilingual (IA/SAI-BIL) classification is that the incumbents in the latter class perform a variety of duties pertaining to assisting in the instructional support and supervision of limited or non-English speaking students assigned to a designated mild/moderate special academic instructional program

including classroom organization and student safety. In addition, incumbents in the latter classification serve as an interpreter for teachers or non-English speaking parents as assigned. The essential duties of the IA/SAI-BIL position requires incumbents to possess basic knowledge of correct English and Spanish language usage, grammar, spelling, punctuation, vocabulary, and the ability to speak, read, write and interpret fluently in both English and Spanish at entry into the position.

In order to better understand the bilingual responsibilities assigned to Ms. Aguirre, an observation of the incumbent was conducted in the classroom at South Junior High on December 3, 2012. It was noted that the incumbent, Brandy Aguirre, works with supervising Special Education teacher, Ms. Sweeten in the Study Skills - special education classroom at South Junior High. The incumbent's primary duty is to assist the classroom teacher in the instructional support and supervision of students assigned to a designated mild/moderate special academic instructional program.

Ms. Aguirre's essential duties include classroom organization, student safety, clerical duties, and bilingual oral interpretation during conferences and meetings. Ms. Aguirre's oral translation/interpretation duties are limited to assisting the classroom teacher and/or program specialist on a regular basis for the purpose of parent involvement in special ed. program activities. Ms. Aguirre's clerical duties consist of making parent phone calls, preparing packets, duplicating materials, labeling file folders, and filing materials for the teacher. Due to the large Spanish-speaking parent population at the South JH, approximately 85%, Ms. Aguirre is regularly asked to serve as an interpreter for the teacher during special education parent conferences for the purpose of student discipline issues (i.e. student behavior), and/or special education program services (i.e. student progress and/or accommodations). Subsequently, Ms. Aguirre's bilingual duties encompass assisting the classroom teacher and/or program specialists in translating and/or interpreting for parent meetings using the telephone or in person. Therefore, it was noted that Ms. Aguirre is required to use oral bilingual skills on a weekly, and sometimes daily basis. Further, it was noted that Ms. Aguirre's bilingual duties do not involve assisting the classroom teacher in providing instructional support to individual students and/or small groups of limited or non-English speaking students. Her bilingual skills are solely used for the purpose of parent involvement.

Finally, a discussion was held with both the site Principal, Mr. Hernandez, and program teacher, Ms. Sweeten, to discuss the bilingual responsibilities assigned to Ms. Aguirre, in comparison to other bilingual instructional aides assigned to the Special Education program at South JH. During the discussion, it was noted that there was an equity issue within the special education program assignments. Both the teacher and the principal indicated that the curriculum used in special education classrooms does not consist of bilingual instruction, but rather are solely instructed in English. Instructional assistants who provide instructional support to limited or non-English speaking students are using English-only instructional strategies such as scaffolding. Further, it was also noted that limited and non-English speaking students are not scheduled to take Study-skills classes within their course schedule prior to meeting language fluency in English. Therefore, all bilingual Instructional Assistants assigned to a Study Skills special education classroom are not assigned to assist certificated personnel in the instruction of limited or non-English speaking students. However, those instructional assistants assigned to academic classrooms such as Math or Science, do assist students who are limited or non-English speaking. Therefore, incumbents within the classification of Instructional Assistant-Specialized Academic Instruction/Bilingual may interact with students who are not fluent in the English language.

CONCLUSION

In conclusion, it was noted that the Ms. Aguirre's assigned bilingual responsibilities in the special education program are for the sole purpose of interpreting for non-English speaking parents and not for assisting in the instruction of limited or non-English speaking students in the classroom. However, it was noted, that in order for the incumbent to assist in the assigned bilingual duties of the job, it is critical that the incumbent possess the ability to speak, read, write and interpret fluently in both English and Spanish. Therefore, a final meeting was held with Dr. Susan Ferencz, ,Coordinator, Special Youth Services to reach an agreement to correct an equity issue within the assigned duties given to Ms. Aguirre. Further, it was noted that the bilingual duties performed by Ms. Aguirre are equal to, and in alignment with the duties performed by incumbents in the Instructional Assistant - Specialized Academic Instruction/Bilingual classification. Therefore, in order to meet the minimum requirements of the job, the incumbent was invited to participate and successfully passed the AUHSD bilingual speech assessment certification on November 28, 2012.

RECOMMENDATION

According to the findings of the study, it is recommended that the Personnel Commission reclassify Ms. Brandy Aguirre from Instructional Assistant - Specialized Academic Instruction, salary range CSEA-43 to that of Instructional Assistant - Specialized Academic Instruction/Bilingual, at salary range CSEA-48.